



On-The-Job Training Support Services Request for Tuition Assistance

Requests must be approved in advance of purchase or providing services. WSDOT will not honor invoices submitted for payment that do not have prior approval.*

Form Completion Instructions

- Fill out all requested information. Incomplete forms will be returned to you.
- **Forms that are difficult to read will be returned to you, so please type or print clearly.**
- Attach additional sheets if necessary to provide all requested information.
- Any student that additional services are being requested for (transportation, safety equipment, etc.) must have a WSDOT student application on file.

Required Documents

The following documents must be submitted along with the application for tuition assistance.

- A complete description of the training program along with a curriculum outline (Submit copies of information. Please do not send links to webpages).
- The *WSDOT Student Application* form for each student that assistance is being requested for. The WSDOT Student Application form MUST be completed by the student and submitted regardless of other registration forms requested with this application.
- Proof of enrollment: A registration form for each student that has name, full contact information, gender and ethnicity must accompany the application.
- The registration form must have the classes listed that the student has been enrolled in.
- If necessary, indicate the individual courses WSDOT is being asked to provide tuition assistance for.

Incomplete applications will be returned to you.

Who should fill out this Form?

The authorized representative of the training program must complete and sign the form.

How do I return the form?

Complete the application, print, scan and email a copy to OJTSSinfo@wsdot.wa.gov. Please retain a copy for your records. Contact 360-704-6314 or OJTSSinfo@wsdot.wa.gov with any questions.

What happens next?

You will be notified of whether your request was approved, denied or if more information is needed. You will also receive information explaining documentation you will be required to submit along with the invoice to request payment, and when to submit the information.

Please Note:

Funds/Items requested are only to be used for the approved purpose or individual. Any misappropriation of funds may result in action being taken by WSDOT to recover the funds, and any future requests for funding may be denied.

All receipts, invoicing and reporting requirements must be submitted completely and in accordance with WSDOT deadlines. Failure to meet these requirements may result in denial of payment.